

Employee Suggestion No. 196 - [REDACTED]

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A. Information about the Suggestor:

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[REDACTED], GS-11, Intelligence Officer, DD/P-SR

B. Summary of the Suggestion:

The suggestor proposes an improved and better exploitation of past education, experience and foreign language of CIA employees be made.

C. Evaluation of Concerned Offices:

The Research and Planning Staff, Personnel Office, has advised the Committee that a system for exploiting employee qualifications as proposed by the suggestor is already in operation through the Qualifications Register provided by the Personnel Office. From August to December, 1952, the Agency conducted a qualifications survey of the majority of its Headquarters personnel which resulted in the above mentioned Qualifications Registers. Files attached for Committee reference.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggestor is recommended

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Security Information

Secretary, Efficiency Awards Committee

16 April 1953

Research and Planning Staff

Employee Suggestion No. 196

1. Reference is made to Employee Suggestion No. 196, attached, which has recently been submitted to this staff for evaluation.

2. From August through December, 1952, the Agency conducted a qualifications survey of the majority of its Headquarters personnel. Employees filled out comprehensive qualifications questionnaires covering education, both pre-CIA and current job experience, language facility, area knowledge, and a variety of miscellaneous qualifications data. As of February, 1953, this information was reproduced on machine records cards and compiled into readily accessible Qualifications Registers, which are now being used extensively by the Placement Branches and Research and Planning Staff of the Personnel Office for facilitating the selection and placement programs of the Agency. Procedures are in operation to provide for current maintenance of this qualifications data and new registers will be compiled bimonthly. Consideration had been given to extending the coverage of the qualifications survey to include all field and overseas personnel but was not considered feasible due to security reasons.

3. Since a system for exploiting employee qualifications as described above is already in operation, it is recommended that no award be made for this suggestion.

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Attachment

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